

DEPARTMENT OF TRANSPORTATION
PROFESSIONAL SERVICES MANAGEMENT UNIT
REQUEST FOR LETTERS OF INTEREST

THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION DESIRES TO ENGAGE A QUALIFIED PRIVATE CONSULTING FIRM FOR PROGRAM OVERSIGHT AND CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR BRIDGE SYSTEM PRESERVATION PROJECTS (17BP) IN DIVISION ONE

The primary and/or subconsultant firm(s) shall be Pre-qualified to perform Roadway Construction Engineering and Inspection services and Structure Construction Engineering and Inspection services for the above referenced project.

The North Carolina Department of Transportation desires to engage a private consulting firm to provide oversight to the Bridge System Preservation Program (17BP) and Construction Engineering and Inspection (CEI) services for Division One.

A Project Manager (equivalent to a Resident Engineer) is needed to assist in scoping the 17 BP projects and assisting the Department's start up with the Private Consulting Firms that are providing design services for the Bridge Preservation Program in Division One. The Project Manager will also assist the Division Bridge Manager to coordinate and oversee the designs and provide constructability reviews for designs prepared by the Private Consulting Firms and Design-Build teams. The Project Manager would also be responsible for a small office of inspectors that Division One would utilize for inspection of the bridge rehabilitation projects and the bridge replacement projects including the design-build projects. The firm would be responsible for establishing an office in Edenton, North Carolina. The firm will also be required to provide one field engineer (TE I), up to ten transportation technicians and one clerk in the Edenton office. It is anticipated the Edenton Field Office will be needed for three to five years based on the number of bridge projects.

The private consulting firm will be responsible for providing technicians with the appropriate skills and qualifications to perform inspection, materials sampling, materials testing, surveying grade verification, documentation of pay quantities, and claims avoidance. It is estimated that a **maximum** of ten (10) technicians and one (1) office assistant will be needed during the life of the contract for the bridge and roadway construction inspection. The technicians should have the capabilities to inspect both structures and roadway operations.

The method of payment for this project will be **COST PLUS FIXED FEE**.

The selection of a private consulting firm to provide the requested services on these specific projects will be handled in accordance with the following process:

1. Submission by the private consulting firm of a Letter of Interest (LOI).

2. Department will short list private consulting firms to a minimum of three firms.
3. Pre-interview meeting and oral interview at the option of the Department.
4. Department will select a private consulting firm to provide the requested services.

Any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Examiners for Engineers and Surveyors and/or the NC Board for Licensing of Geologists. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the Department's Subconsultant Form RS-2. RS-2 forms may be accessed on the website at <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

The SPSF must be qualified with the Department to perform the work for which they are listed.

Real-time information about firms doing business with the Department and firms that are SPSF certified through the Contractual Services Unit is available in the Directory of Transportation Firms. The Directory can be accessed by the link on the Department's homepage or by entering <https://apps.dot.state.nc.us/vendor/directory/> in the address bar of your web browser.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

PREQUALIFICATION

The Department maintains a file on each qualified firm that has expressed an interest in providing professional services. Included in this file are a company brochure and Form PREQUAL-1 listing personnel and their qualifications for performing desired work, company's present activities and financial qualifications. At the time this initial information is submitted, a sample of recent work is needed for evaluation.

If your firm and all subconsultants have submitted or updated this data since July 1, 2011, please advise when the new data packet(s) were sent to the Department in the Cover/Introductory Letter with your letter of interest. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

If your firm and/or any subconsultants have not submitted or updated this data since July 1, 2011, please submit the new data to the Department **prior** to submittal of your letter of interest. An application may be accessed at <https://apps03.dot.state.nc.us/vendor/prequal> or a hard/paper copy may be obtained from the Technical Services Division (Contractual Services Unit). Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Even though specific DBE/MBE/WBE goals are not required for this project, the Department of Transportation is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department goals. The Firm, subconsultant and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

EVALUATION

All qualified firms who submit responsive letters of interest will be considered.

The evaluation of firms submitting letters of interest for this project will be based on the following considerations and their respective weights:

1. Firm's experience, knowledge, familiarity and past performance with highway construction and CEI services - 40%
2. The experience of the firm's proposed staff to perform the type of work required - 40%
3. Firm's understanding of the project specific issues and their responsibility in delivering CEI services for the advertised project(s) – 20%

North Carolina firms qualified to do the required work will be given priority consideration. A North Carolina firm is a firm that maintains an office in North Carolina staffed with an adequate

number of employees judged by the Department to be capable of performing a majority of the work required.

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

**FORMAT FOR SUBMISSION OF A
PROFESSIONAL SERVICES MANAGEMENT UNIT
LETTER OF INTEREST**

All letters of interest are limited to fifteen (15) pages (RS-2 forms are not included in the page count) inclusive of the cover sheet, and shall be typed on 8 1/2" x 11" sheets, single spaced, and one sided. ONLY ELECTRONIC LETTERS OF INTEREST WILL BE ACCEPTED. Letters of interest containing more than fifteen (15) pages will not be considered.

Letters of Interest should be submitted in .pdf format using software such as Adobe, CutePDF PDF Writer, Docudesk deskPDF, etc.

One copy of the Letter of Interest should be sent through NCDOT's FTS system as a .pdf file: psmu-411@ncdot.gov . The FTS system will send you an electronic receipt when your LOI is downloaded to PSMU's server. Paper copies are not required. The subject line should contain the PEF's Name, and "LOI for Division One Bridge Program Oversight".

If an interested firm does not have an FTS account they should send a request through regular e-mail to psmu-411@ncdot.gov . A response will be sent via the FTS system that will provide a login username, password, and login procedures.

Section I - Cover/Introductory Letter

The introductory letter should be addressed to Mr. Scott D. Blevins, P.E., Manager, Professional Services Management Unit. Said letter is limited to two (2) pages and should contain the following elements of information:

- Expression of firm's interest in the work;
- Statement of whether firm is on register;
- Date of most recent private engineering firm qualification;
- Statement regarding firms possible conflict of interest for the work; and
- Summation of information contained in the letter of interest.

Section II - Evaluation Factors

This section is limited to five (5) pages and should contain information regarding evaluation and other factors listed in the advertisement such as:

- Summation of information contained in the letter of interest.
- Identify project personnel/subconsultants qualifications and experience as related to this project;

- Unique qualifications of key team members;
- Identify type and location of similar work performed within last seven (7) years;
- Understanding of project approach to performing CEI services for this work, including the firm's understanding of their responsibility with regard to safety, contract administration, environmental responsibility, claims, and project delivery.
- Any innovative approaches to be used;
- List all CEI contracts, type of work, percentage complete, and outstanding balances with the NCDOT and NCTA;
- List any CEI work being performed as a subconsultant on any NCDOT and NCTA project(s). This worked should be listed by TIP, prime consultant, type of work and outstanding balance.
- List any CEI contracts that selections have been made, but not approved by the Secretary of Transportation; and
- List any upcoming CEI work that may be a subsequent phase to an existing contract.

Note: If a project team or subconsultant encounters personnel changes, or any other changes of significance dealing with the company, NCDOT should be notified immediately.

Section III - Supportive Information

This section is limited to eight (8) pages and should contain the following information:

- Capacity Chart/Graph (available work force); indicating the personnel to be assigned to the work by discipline, their availability date on the project and if they are currently working on other NCDOT work. If proposed personnel are currently working on other NCDOT work, indicate which project and Engineer. Also, if early removal from current NCDOT work is necessary, indicate if that has been discussed with the current Engineer.
- Organizational chart indicating personnel to be assigned by discipline;
- Resumes of key personnel including Project Manager and TT III's;
- Names, classifications, and location of the firm's North Carolina employees and resources to be assigned to the advertised work; and
- Other information.

APPENDICES-

CONSULTANT CERTIFICATION Form RS-2

Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest. This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- Prime Consultant firm (Prime Consultant Form RS-2 Rev 1/14/08), and;
- ANY/ALL subconsultant firms (Subconsultant Form RS-2 Rev 1/15/08) to be or anticipated to be utilized by your firm.

Complete and sign each Form RS-2 (instructions are listed on the form).

In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "ZERO" and signing the form.

The required forms are available at:

<https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

Private consulting firms are invited to have Letters of Interest for furnishing Oversight and CEI services "FTS-ed" to the Professional Services Management Unit by **12:00 p.m. on December 2, 2011**. Letters of Interest received after this deadline will not be considered.

Firms submitting Letters of Interest are encouraged to carefully check them for conformance to the requirements stated above. If Letters of Interest do not meet ALL of these requirements or if they are sent by any other means other than NCDOT's FTS system, or to any address other than psmu-411@ncdot.gov they will be disqualified. No exception will be granted.

The e-mail address is:

psmu-411@ncdot.gov

Any questions concerning the advertisement or the scope of work should be directed to Scott Blevins, PE, at sblevins@ncdot.gov or by telephone at 919-707-7132.

If you feel information provided is inadequate to submit a letter of interest, please contact Mr. Blevins.

Private consulting firms on the short list will be notified of such on January 6, 2012. Notification will not be sent to firms not short listed. **In the event the Department elects to hold Oral Interviews, interviews will be held on the week of January 16, 2012.**

The firm(s) selected will be notified by January 23, 2012. Notification will not be sent to firms not selected.

The firm(s) selected will be listed on the Internet at

http://www.ncdot.org/doh/preconstruct/highway/roadway/eng_coord/selection_comm/current.html by January 24, 2012.

The Department reserves the right to reject any and all Letters of Interest.

PROHIBITIONS / EXEMPTIONS

Joint Ventures will not be considered.

The selected firm to perform CEI services for these projects will not be allowed to subcontract the construction surveying from the Contractor for these construction projects.

Firms that have provided design services for these construction projects are prohibited from submitting Letters of Interest for this advertisement as a prime consultant or subconsultant unless an exemption is granted by the Mr. Ron Hancock, PE, State Construction Engineer as follows:

Firms that have provided any design services for these projects and still desire to submit a Letter of Interest or be included in a Letter of Interest as a subconsultant must request an exception to this policy, in writing, from the State Construction Engineer prior to submission of the Letter of Interest for this advertisement. **The exception should clearly state the desire of the firm to submit as a prime or subconsultant, or both; the scope of design services completed; the anticipated construction costs of that portion of the work; the fees received for the design services; and any steps that will be taken by the firm to eliminate or minimize any potential conflicts.**

If the exception is approved by the State Construction Engineer, the firm should provide a detailed explanation of the design services provided and steps they will take to eliminate/minimize any potential conflicts of interest if they are selected to provide CEI services.